

To insert your resume or other documents into your application

Click on the "Edit Resume" line at the right of your application

The screenshot shows a web application form with several sections, each with a title and a corresponding "Add" link:

- Education** [Add Education](#)
- Work Experience** [Add Work Experience](#)
- Certificates and Licenses** [Add Certificates or Licenses](#)
- Skills** [Add Skills](#)
Office Skills [Edit](#)
Typing:
Data Entry
- Additional Information** [Add Additional Information](#)
- References**
- Resume** [Edit Resume](#) (This link is circled in red with an arrow pointing to it from the text "Click here")
- Text Resume**
- Attachments** [Add Attachment\(s\)](#)

At the bottom of the form is a button labeled "Go to Confirm Application" and a note: "* Required Field".

It is easiest to paste from Microsoft Word. We are aware that formatting may be lost in the process. Applications **MUST** be completed in their entirety.

The screenshot shows the "Job Application >> Resume" page. At the top, there are three tabs: "Main Menu", "Application Status", and "My Account". Below the tabs, the page title is "Job Application >> Resume".

The main content area contains the following text: "Please cut and paste your text resume here (**DO NOT** use HTML tags).". Below this text are two buttons: "Cancel" and "Save & View Application".

Below the buttons is a section titled "Resume" with a sub-section "Text Resume". This section contains a large, empty text area for pasting the resume. A red arrow points to this text area with the text "Paste Text Here".

At the bottom of the page are three buttons: "Cancel", "Save & View Application", and "Spell Check". A note at the bottom right says: "* Required Field".